



FLATHEAD COUNTY, MONTANA

Position Vacancy Announcement

POSITION: RECORDS CLERK

DEPARTMENT: SHERIFF'S OFFICE

If you have any questions about this position vacancy please call: 406-758-5592

NUMBER OF POSITIONS OPEN: 1

BARGAINING UNIT: AFSCME #3364

☒ FULL TIME ☒ REGULAR
(YEAR ROUND POSITION)

STARTING WAGE: \$18.86 per hour

☐ PART TIME ☐ SEASONAL

SALARY AT:

1 Year Step \$19.93 per hour

3 Year Step \$21.03 per hour

5 Year Step \$21.39 per hour

☐ TEMPORARY

VISIT https://flathead.mt.gov/human_resources/downloads.php FOR BENEFIT INFORMATION.
SEE ATTACHED JOB DESCRIPTION.

APPLY FOR THIS POSITION AT FLATHEAD COUNTY'S WEBSITE:
https://flathead.mt.gov/human_resources/apply/

Paper, faxed or email applications will not be accepted.

Flathead County's pre-employment process includes reference checks and criminal history checks. A record of criminal conviction will not necessarily bar you from employment. Depending on the position, the pre-employment process may also include skill testing and drug/alcohol testing.

FLATHEAD COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

Flathead County is an equal opportunity employer. Flathead County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an incumbent employees' knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Records Clerk
Department: Sheriff's Office
Reports to: Undersheriff

Job Code: 14600

Pay Grade: Sheriff 04

FLSA Status: ☒ Non-Exempt

☐ Exempt

Department Overview: The Sheriff's Office performs law enforcement and crime prevention work including preserving the peace, patrolling assigned areas, serving warrants and making arrests, and assisting in preliminary investigations. In addition, the Sheriff's Office performs tasks related to service of civil complaints and collection of delinquent personal property taxes. The mission of the Sheriff's Office is to maintain and improve the quality of life within the community by working with all people to preserve life, maintain human rights, protect property and promote individual responsibility, and community commitment.

Job Summary: Process and maintain reports, records and documents for the records system of the Sheriff's Department.

Essential Functions (Major Duties or Responsibilities): *These duties are the essential functions and are not all-inclusive of all duties that the incumbent performs.*

- Pick up paperwork from various locations and distribute to appropriate departments
- Print and distribute inmate and release reports for various departments and entities
- Prepare, process, maintain, scan, and file a variety of records, reports, permits, and correspondence
- Use software program to update information on inmates and file booking jackets
- Update master files for lock up, FCCJN, and New World
- Register new offenders and send correspondence to the appropriate agencies
- Prepare and update offender files and correspondence forwarding to the appropriate agencies
- Work with officers to ensure accuracy of reports
- Prepare and process background checks for the government and law enforcement agencies
- Prepare and process reports for law enforcement, probation and parole, CPSS, DFS and the public
- Maintain MTIMBERS submission and corrections
- Processing of concealed weapons permits, fingerprints, and assist the public as needed.
- Assist others in job functions to ensure processing of workload
- Additional duties as assigned

Non-Essential Functions:

- Perform other duties as assigned including but not limited to attending staff or safety meetings, providing backup for other staff, participating in training, etc.

Physical Demands and Working Conditions:

- The employee is constantly required to use hands to handle or feel objects and to keyboard.
- Frequently required to sit, stand, walk, talk, write, listen and read.
- The employee may infrequently be required to climb, balance, stoop, kneel, crouch or crawl and reach with hands and arms.
- The employee is infrequently required to lift and/or move up to 25 pounds.
- The noise level of the building is usually moderate; however employee is occasionally subjected to loud equipment noise.

Supervision Exercised: The primary function of this job is not in a supervisory capacity.

Knowledge, Skills, and Abilities:

The job requires knowledge of:

- General processes and principles used in law enforcement agencies
- Modern office methods, procedures, and equipment
- Clerical and secretarial techniques
- Record keeping materials and filing procedures
- Computer equipment and data processing programs

The job requires skill in:

- Communication, verbal and written including spelling and grammar.
- Operation of software packages: Excel, Word, Internal software
- Operation of office machines.
- Customer service and public relations.

The job requires the ability to:

- Maintain accurate, complete, and current information for files
- Read and understand departmental rules, instructions and guidelines
- Perform assigned functions with a minimum of supervision
- Analyze situations accurately and take effective action
- Type accurately and proficiently
- Operate a computer terminal for word processing and other relevant applications
- Establish and maintain cooperative working relationships with staff, other departments, governmental agencies and the public
- Deal with the public and courts in a tactful, pleasant, courteous and diplomatic manner and to maintain the confidentiality of information.
- Multi-task while working with little to no supervision.
- Perform essential functions with frequent interruption and/or distractions
- Prioritize assignments

Education and Experience:

The job requires education and experience equivalent to graduation from high school or GED and three years of general office experience with one year of bookkeeping, or any combination of education and experience which indicates possession of the knowledge, skills and abilities listed.

Action
Adopted

Date
PENDING

Reference
Commissioners' Minutes